



Web Enabled Safety System



WESS **Module 2- D**

Navigating **the User** **Environment**



What is the User Environment?

The User Environment consists of three Primary Elements or Frames.

User Activities Frame - In the upper left of the Main Menu, contains a listing of context sensitive actions the User may perform. The actions listed vary and relate directly to the operation open in the Active Window.

Report Status Frame -

Title or Header Bar - Indicates the current status or activity


Active Window - Contains data entry screens or report status

Directory Tree Frame - This frame is open at the lower left only when there is a report open in the Active Window. The tree lists all of the major sections of the report format. It allows direct access to any data section of the report. It expands as needed for each circumstance. For example, in a report involving 3 personnel, a sub-folder is automatically created in the directory tree under "Personnel", for each of the named individuals



WESS Main Menu Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



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Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Notifications
- Feedback Form
- Return home
- JReports
- Logout

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Current Data or Function Header

Drafts		Endorsement Needed	
SerI#	Date Description	SerI#	Date Description
Approval Needed			
SerI#	Date Description		
Release Pending			
SerI#	Date Description		
Release Action Needed			
SerI#	Date Description		

Active Window

Displays Report Status or Data Entry Screens

First, we will show the User Activities Frame

The WESS Main Menu contains two major frames, User Actions and Report Status, made up of a title header and an active window.




Main Menu – “User Activities” Frame

User Activities

 [Class A/B Notification](#)

 [Create New Report](#)

 [Create From Template](#)

 [Maintain Account](#)

 [Notifications](#)

 [Feedback Form](#)

 [Return home](#)

 [JReports](#)

 [Logout](#)

On the WESS Main Menu Screen, in the frame at left, there is a list of Actions available. These Actions are Context Sensitive and will vary according to the process running in the Active Window.

Main Menu Actions Include:

Three Report Creation Methods

User Account Update & Maintenance

Users can make/receive notification to/from other individuals or Communities of Interest.

Customers may Use the Feedback form to forward comments, suggestions, and recommendations for improvement.

JReports is a versatile Query tool that facilitates Data Retrieval and Analysis.



"Activities" Frame – Report Entry

Activities



Save as template



Share report



Notifications



Return home



Generate PDF



JReports



Logout

When a Report is opened in the Active Window, The List of User Activities available changes. These Actions now relate to the options available to the User when processing a Report.

Report Entry Actions Include:

Saving the current Report as a Template for future use when reporting similar events.

How to Share a Report with others.

Mishap or Hazard Notification may be sent to individuals or Communities of Interest.


Users may now generate a PDF document for printing the Report, electronically or in hard copy.

JReports may be used as a tool for Data Retrieval and Analysis.



WESS – Report Status Screen

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Activities

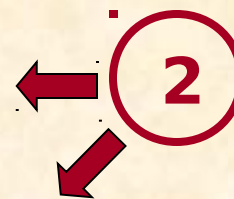
- Class A/B Notification
- Create New Report
- Create Form Template
- User Activities**
- Notifications
- Feedback Form
- Return home
- JReports
- Logout

Current Data or Function Header

Drafts		Endorsement Needed	
<input type="button" value="Delete"/>	Serl# Date Description	Serl# Date Description	
<u>Approval Needed</u>			
Serl#	Date Description		
<u>Release Pending</u>			
Serl#	Date Description		
<u>Release Action Needed</u>			
Serl#	Date Description		

Active Window

Displays Report Status or Data Entry Screens



Next let's look at the Main Report Status Window



Main Menu – “Report Status” Frame

Your Existing Reports - “User Name” **Current Data Header**

Drafts

Delete

Serl# Date Description

Reports in production awaiting completion.

Approval Needed

Serl# Date Description

Completed Draft Reports awaiting internal approval within the activity.

Release Pending

Serl# Date Description

Final reports awaiting approval by the Command Releasing Authority.

Release Action Needed

Serl# Date Description

Final Reports to release to SAFECEN & to others in the chain of command.

Endorsement Needed

Serl# Date Description

Reports prepared by an SIB requiring review and endorsement of the findings and recommendations by the Activity's Chain of Command.



Active Window


The Report Status screen lists all active reports in progress, e.g. all working drafts.

Each report is **hyperlinked** and identified by a **Unique Serial Number**, **Mishap Date** and **Brief Description**. Clicking the hyperlinked entry opens the report and a directory tree.



WESS - Directory Tree

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center

Current Data or Function Header [Help](#)

Activities

- [Save as template](#)
- [Share report](#)
- [Not a report](#)
- [Generate PDF](#)
- [JReports](#)
- [Logout](#)

My Report

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Validate
- Release Report

Report Directory Tree

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Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☐ Property Damage (Non-US Govt. Owned) > \$20K Caused by Civilian
- ☐ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground
- ☐ None

Report will be saved each time the user advances to the next screen.

Clicking on a hyperlinked report in the status window opens that report in the **Active window** and also Displays the **Report Directory Tree** below left.

See next slide.

Active Window

Displays Report Status or Data Entry Screens

WESS Report Entry Screen

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Mishap Data Entry [Help](#)

Activities

- [Save as template](#)
- [Share report](#)
- [Notifications](#)
- [Return home](#)
- [Generate PDF](#)
- [JReports](#)
- [Logout](#)

My Report

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information
- Release Report

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☐ Property Damage (Non-US Govt. Owned) > \$20K Caused by Govt
- ☐ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground
- ☐ None

Report will be saved each time the user advances to the next screen.

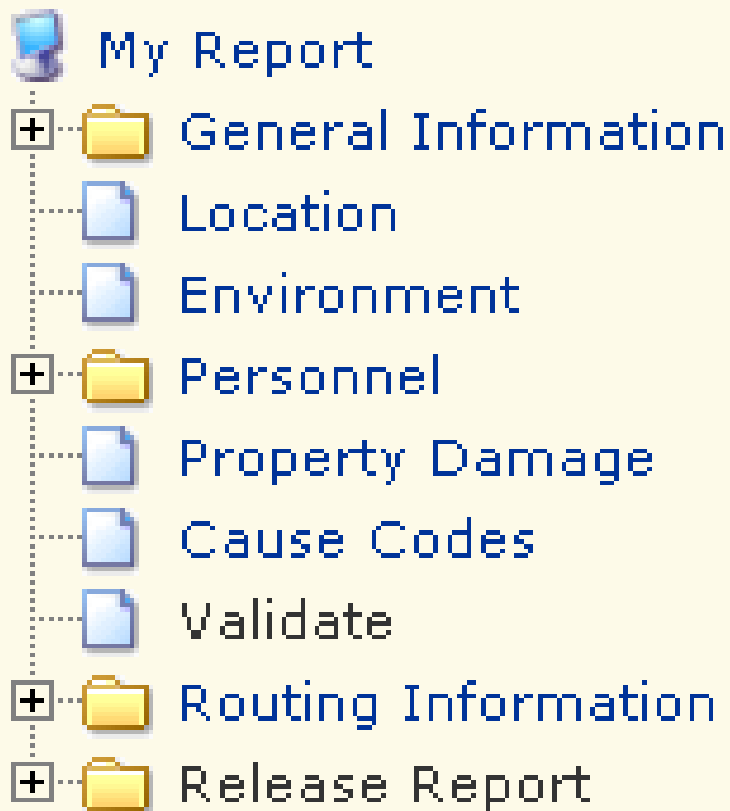
Here, a Mishap Report is open in the **Active window**

The third major frame in the user environment, the **Report Directory Tree** is displayed, below left.

See next slide.






WESS Directory Tree



Basic Report Directory Tree

The basic tree is shown at left.



The folder icon  - and  indicate that there are subfolders that can be opened by clicking the "+" symbol.

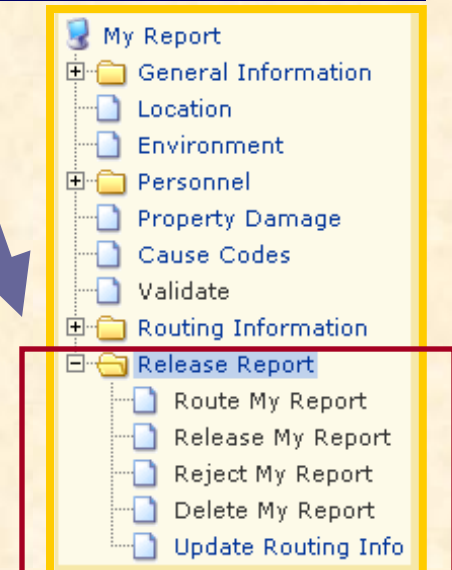
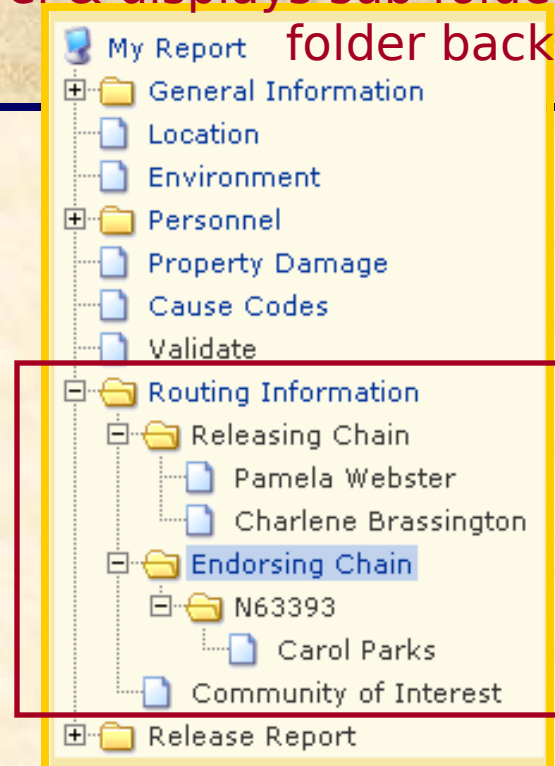
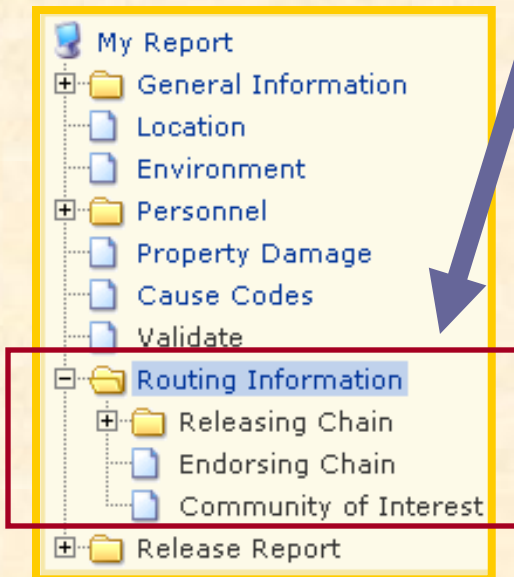
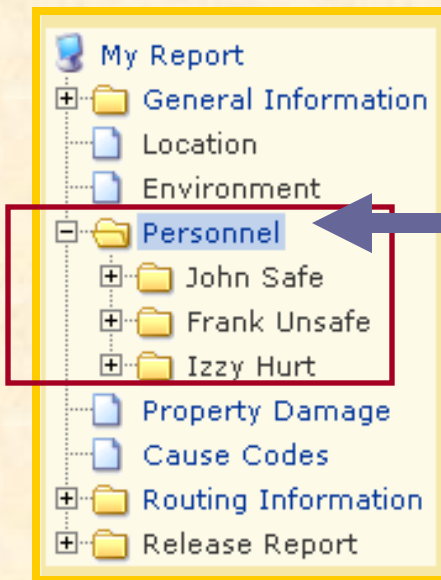
The document icon  - indicates that there are no sub-folders, as yet created, under this heading.

By clicking on any of these report sections, the user can gain direct access to the applicable data fields

Sample Report Directories

Expanded Directory Trees

The Directory Tree functions identically to Explorer or Outlook. It allows direct access to any portion of the mishap report. It is flexible and expands as needed. Clicking the  expands the folder one level & displays sub-folders & the  contracts the folder back one level.



Navigating the WESS Report

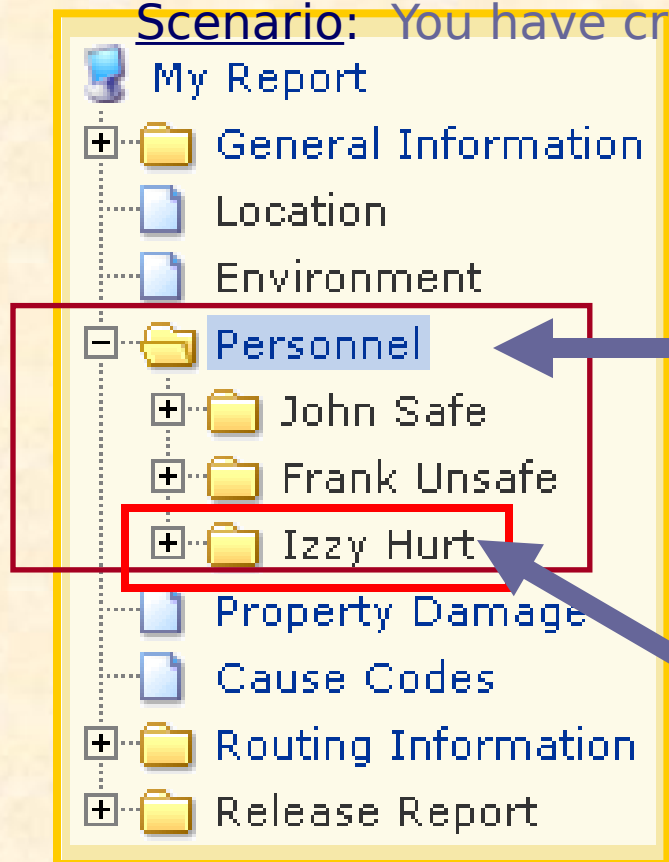
Let's look at an example of navigating through the WESS Report Directory.

Scenario: You have created a Report with a Report draft that you

have entered into the WESS system. Later, you find that one of the injured personnel, **Izzy Hurt**, has a follow-on injury diagnosis that will result in additional lost work days.

To modify the draft report, simply open it from the WESS Main Menu. On the lower left of the Report Entry Screen, a directory tree, like the one shown here will be displayed. Under the personnel folder, there will be a sub-folder listed for each of the injured people involved, by name.

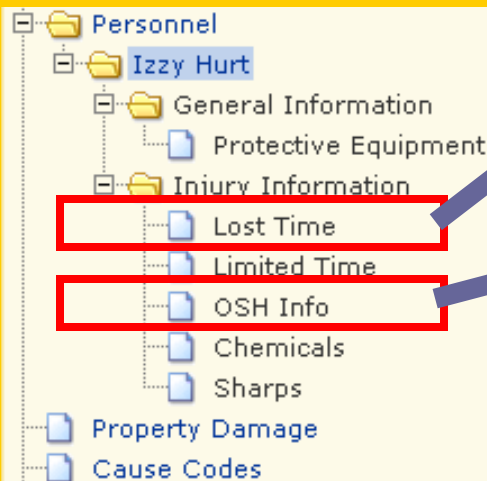
Clicking on Izzy Hurt's folder will open the section of the report containing all of the data which is relevant to Mr. Hurt, e.g. injury severity, diagnosis, body part injured, lost work days, etc.



Editing WESS Reports

Updating Personnel Info

On opening the Personnel folder for Izzy Hurt, the tree expands to display relevant sub-headings below and opens the Add/Edit/Delete screen above right. Click “Edit Entry” or Click directly



Involved People

Add New Entry Edit Entry Delete Entry

Highlight the injured person and Click Edit Entry.

Lost Work Time (skip if injured person lost no work time)

Lost work time start date 2 June 2004 Select ?
Lost work time start time (e.g., 1530) 0730
Lost work time end date 7 June 2004 Select ?
Lost work time end time (e.g., 1530) 0730

Wess calculates lost work days using calendar days.

Back Next

Injured Body Parts

Add New Entry Edit Entry Delete Entry

Injury data includes type of injury and diagnosis, e.g strain, fracture, etc.



Personnel General Information

Involved Person - General Information (page 1)


[▶ Help](#)

Last Name *

First Name *

Middle Initial

SSN *Format is 123-45-6789*

DOB 

Badge Number

Shift the individual was working ☒ Day ☐ Swing ☐ Grave ☐ Other ☐ N/A

Involved Person - General Information (page 3)

[▶ Help](#)

Injury / Illness Severity *

DoD Affiliation * ☐ Military
☒ DoD Civilian
☐ DoD Civilian TAD
☐ Foreign National
☐ None of the above

Duty Status * ☒ On Duty
☐ Off Duty

Location of Involved Person During Mishap

[▶ Help](#)

Building/Shop/Room

Type of Location *

General Location *

Specific Location *

Detailed Location *

Samples of Personnel Data Entry Screens

Other general information includes military rank/rate, civilian job series, position title, individual data, e.g. height, weight, etc.

Protective equipment required by type and its



Navigation Summary

Important Notes About Navigating Through WESS Reports

- As discussed earlier, WESS uses an intuitive style logic to guide the user through a series of data entry questions that are relevant to the specific mishap, based on previous data entries and selections that the user has already made. In this way, WESS tailors the report and only requests data that is relevant. In other words, the direction of the report follows along a pathway dictated by the circumstances of the mishap.
- For this reason, it is not always possible to proceed directly from the directory tree to the data item that needs to be modified. The user may have to review previous entries in Mr. Hurt's folder (i.e., back up the pathway) to ensure that changes don't affect later entries.
- Likewise, a change made to a specific data element may result in additional questions or prompt a different set of questions, if the change affects the report pathway.



Welcome to WESS



Within WESS, there is context-sensitive Help available on each screen.

- ✓ If additional assistance is desired, submit a WESS Help Form at:
<http://safetycenter.navy.mil/wess/helpform.htm>,
- ✓ Submit an online Feedback Report from the WESS Main Menu, or
- ✓ Contact the WESS Help Desk at:
Coml: 757-444-3520 ext 7048; DSN: 564-3520, ext 7048



Continue to Module 3 - Class A/B Mishap Notification

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